

Meetings

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Outline for Discussion with Branch Chiefs,
20 December 1954

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1. [redacted] request of 16 Dec. for statement of accomplishments during past calendar year. See memo attached.
2. New 4th area - [redacted] in charge covers Commo, Training, Personnel, DCI and Cable Secretariat.
3. O & M Survey of Records Management Division.
4. Security of records controls and disposal authorities, etc.

(Security classification on drafts, etc.)

5. *Rece-Lunch-✓*

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